

Typing Activity

TAB F

The man-hours shown include all work from pencil copy, rough draft and transcription for production items, evaluations, requirements, administrative memoranda, library requests, abstracts, and preparation of forms requesting services. Because of the volume of typing within the Intelligence Production Staff it is believed that their typing workload shown as a ratio of 1:5 compares properly with the total ratio of 1:8. The remaining workloads, however, require adjustment as shown in Tab M in order to achieve balance. However the exclusion of the man-hours utilized by the Intelligence Production Staff does not significantly change the ratio as shown in Tab D.

Tab M indicates the greatest need for additional typists occurs in the Applied Science, Scientific Analysis and Scientific Resources Divisions. However, the Applied Science Division utilizes all available man-hours of one Clerk Typist for routing and logging which reduces the clerical time available for typing. At the time that the survey was conducted, the Scientific Analysis Division had fifteen persons engaged in part time schooling. At such time as these persons close their schooling, additional clerical assistance will be necessary. The Medicine Division is availing itself of the services of the Interim Assignment Branch and thereby saving an estimated twenty hours per week of typing time. The Chemistry Division has recently contacted this branch for assistance in typing material of an unclassified nature.

~~SECRET~~  
~~Security Information~~